

**FINANCE COMMITTEE MEETING**  
**July 30, 2018**  
**5:15 P.M.**

**MEMBERS PRESENT**

Kevin Greenfield  
Jay Dunn  
Patty Cox  
Tim Dudley  
Greg Mattingley  
Debra Kraft  
John Jackson

**COUNTY PERSONNEL PRESENT**

Ed Yoder, Treasurer  
Pat Berter, Probation  
Laurie Rasmus, Env Mgmt  
Carol Reed, Auditor  
Bruce Bird, Highway Dept  
Josh Tanner, S of A  
Rocki Wilkerson, Workforce  
Kim Fowler, S of A  
Jeannie Durham, County Board Office

**MEMBERS ABSENT**

**CALL TO ORDER**

The meeting was called to order by Chair Greenfield, at the Macon County Office Building.

**APPROVAL OF MINUTES**

Mr. Dunn made a motion to approve minutes of the /7/2/18 meeting, seconded by Ms. Kraft and the motion carried 7-0.

**CLAIMS**

Motion to approve the report of the finance claims made by Ms. Cox, seconded by Ms. Kraft, and the motion carried 7-0.

**REPORTS**

*Audit Sub-Committee* – no report

*Auditor* –

***Macon County Board Resolution Approving Adoption of Annual 1,000 Hour Standard for IMRF Participation***

Ms. Reed explained that the county is currently under the 600 hour standard which means that anybody that is expected to work 12.25 hours per week will be put into IMRF. The 1000 hour standard is commonly used by most counties at this point. That is about 20 hours per week. Anybody that is still part time is going to go over 20 hours and we would still do IMRF for them, but this could be a savings for us going forward. Anybody that is in IMRF now would stay in the 600 hour standard. Any new hires would be looked at to see if they are going to work 1000 hours to put them in IMRF. It could be a potential savings. Past research on this showed that if the people that are in there now were not in there by this new standard, we would save about \$15,000 a year. Chair Greenfield asked if this is something that office holders would need to look at when hiring part time help and judge on their hours. Ms. Reed said it could. It does not come out of the general fund budget. It would come from retirement. The other funds are charged for IMRF, so yes, it would be a consideration. For any new hires

coming in, the department head will be asked the question of whether they expect the new hire to be working 1000 hours a year. The old ones will be grandfathered in.

Motion to approve forwarding the resolution on to the full board with recommendation to approve made by Mr. Dunn, seconded by Mr. Mattingley, and the motion carried 7-0.

**GIS –**

***FY19 Budget Review***

Mr. Tanner explained that this budget is not a general fund budget. It is a special fund that is fee based and the fees are collected in the Recorder's Office. The fee was increased about a year and a half ago. FY17 was the first full year with the new fee. \$243,000 was collected in FY17. The budget was increased from \$219,000 to \$230,000. He said he would rather not overshoot it. That is a \$10,000 increase in the income. The only expense increases were the contractual raises. The fund should increase by \$7,200 if everything in the budget works out. Mr. Tanner went on to explain that a fee study had been done and the purpose of the fee is to collect enough money to perform the services without accruing a lot of money. The fee was targeted to bring in about what is needed and it looks like, based on this budget, that is what it is going to do.

Chairman Greenfield said that it is not necessary for this budget to come back to finance again for a budget hearing, but it would go right on to the display budget.

Motion to forward this budget on to display as presented with recommendation to approve made by Mr. Jackson, seconded by Ms. Kraft, and the motion carried 7-0.

***Supervisor of Assessments –***

***FY19 Budget Review***

Mr. Tanner explained that three contracts had been passed this year with Whitmore, Oakley and Long Creek Townships. There is a \$6,500 increase in revenue for Township Assessor contracts. That is a fixed amount – not an estimate anymore. The total would be \$9,500 which is \$6,500 more than what we were budgeted to bring in FY18.

There were expense increases due to contractual raises. So, if we had no other expense increases, then we would be bringing in an extra \$4,000 over expenses. But, unfortunately, 2019 is the Decatur Township Quadrennial reassessment. Under legal advertising and postage, there are large increases. Those are state mandated fees. When we publish in the newspaper, if it is a quadrennial, every parcel has to be published. A letter also has to be mailed stating that there has been a change. The state mandates the amount paid to the newspaper which is 80 cents per parcel plus the header. That is \$25,000 to publish that in the newspaper. Mr. Tanner explained that he has been president of the Assessor's Association for 2 years and this is a personal goal – to get that reduced. Unfortunately, the Assessor's Association's lobbyist does not have near the influence that the newspaper's association's lobbyist does. Not only, when someone's assessment changes on the quadrennial, do they get a letter, but it is published in the newspaper as well. Now, because we put it in the newspaper, with all the other laws that have been passed, it has to be put online as well. The website, if you want to know anything about anybody's property, is interactive and you can find out when and if they paid their bill, how

much the bill was, a picture of their house. The newspaper is just not the best way to do this anymore, but it is all state mandated. The aggravating part is that the newspaper is about 12 to 15 pages long, and there is no way you are going to find your parcel in there unless you know your parcel number, which most people do not. It is not alphabetical by name, not by address, but is mandated to be by pin number.

Mr. Tanner said he could bring the budgeted item lines down and a separate resolution could be passed at a later date to pay for these things separately as they come up, but either way, it has to get paid. The biggest problem is that Decatur Township is 27,000 parcels. In the other 3 years, the townships add up to about half that, so the bill is a lot smaller in those 3 years, but it is still the exact same 80 cents per parcel.

Motion to forward this budget on to display as presented with recommendation to approve made by Mr. Jackson, seconded by Ms. Kraft, and the motion carried 7-0.

### ***Board of Review***

#### ***FY19 Budget Review***

Mr. Tanner explained that this is exactly the same as last year.

Motion to forward this budget on to display as presented with recommendation to approve made by Mr. Dudley, seconded by Ms. Cox, and the motion carried 7-0.

Mr. Tanner went on to report the with the Board of Review, there is a test scheduled for August 21<sup>st</sup>. The vacancy needs to be filled with a Republican. He encouraged anyone that knew a Republican that would like to take the test to do so. When the results come back, they go to the Chairman and a new Board of Review member can be selected.

### ***Treasurer***

#### ***Macon County Board Resolution Approving Increase in Appropriations in the Treasurer's Office***

Motion to approve forwarding the resolution on to the full board with recommendation to approve made by Mr. Jackson, seconded by Ms. Kraft. Ms. Cox asked if anything had been done with the automation fund. Ms. Reed said no. The resolution was kept the same as it was last month. She said they are trying to save those funds. There is only about \$6,000 left in the automation fund. Chair Greenfield explained that the Treasurer's budget had started out asking for \$38,000. He said they are going to go on a month to month basis from now until the end of the year to see if they are going to need quite that much or where they are going to be. The Treasurer will be bringing a resolution every month. Ms. Reed said that they would be reevaluating how much extra help has been used each month and ask for funds accordingly. Chair Greenfield agreed, saying that is provided there is a need for it. The motion carried 7-0.

***Macon County Board Resolution to Execute Deeds to Convey Property on which Taxes were Delinquent***

Mr. Dunn made a motion to forward the resolution on to the Macon County Board Consent Calendar agenda for the Thursday, August 9, 2018 board meeting, seconded by Ms. Cox, the motion carried 7-0.

***FY19 Budget Presentation***

Mr. Yoder explained that if the FY18 budget had included the Chief Deputy salary of \$45,500 & health insurance of \$9,804, the current FY18 budget would be \$365,496. With these additions, the FY19 budget would be 1 ½% less than the FY18 budget. He said he is in line with his FY19 budget if those lines had not been left out.

Chair Greenfield asked if the Chief Deputy had received a raise on the new budget proposal from \$45,500 to \$47,100. Mr. Yoder confirmed. Mr. Mattingley asked how long Mr. Burge had been working as Chief Deputy. Mr. Yoder said he was hired November 20<sup>th</sup>, 2017 and will have one year in on 11/20/18.

Chairman Dunn asked about the salary for the Assistant Deputy Collector who was at \$39,966 last year and shows \$34,650 this year. Mr. Yoder said that Laura Lents had been hired into that position. That is her salary. Mr. Dunn asked about the Supervisor of Collections. Mr. Yoder said that is now Craig Culp. Mr. Dunn asked about the Deputy Treasurer. Mr. Yoder said that is Cheryl Wise. Ms. Cox asked if salaries had decreased. Mr. Yoder said they had increased. Mr. Dunn asked who the Assistant Deputy Collector was. Mr. Yoder said that is Laura Lents. Last year, Craig Culp was the Assistant Deputy Collector and his salary was \$39,966. This year, when Linda Stuart retired, Craig's salary went to \$43,301. Mr. Dunn asked about the Assistant Deputy Treasurer. Mr. Yoder said that is Cheryl Wise. Her salary went from \$32,698 to \$35,650. He said he had posted those jobs for those positions. Her position was posted from \$32,000 to \$35,000 range. Mr. Dunn asked if that was a different job than what she had. The union raises were about \$650. He said he was trying to figure out why hers went up \$3,000. Ms. Cox asked if Ms. Wise is union. Mr. Yoder explained that she is union. That union position was posted last April / Late March. Mr. Dunn asked if it was the same job she had or different job with different responsibilities. Mr. Yoder said it is the same job title, but more responsibilities than she did have because of working with the new system. There is a lot that goes on with that. She has been to numerous webinars, training for that system for payroll and everything else that goes with the county on banking and the accounts that the Treasurer's office deals with. Mr. Jackson said it is still 9%. Mr. Dunn asked if Cheryl works in collections. Mr. Yoder said she fills in during the day on the Collector's side. Mr. Mattingley said he had a problem with 9% (and Mr. Jackson agreed) when most of the other county employees are looking at 2 ½% or 3% if they are lucky. Mr. Yoder said that part of his reasoning was that she has seniority over Laura Lents. Ms. Cox said that is why they have unions to represent them. If we are going to go above and beyond at 9%, why waste time negotiating contracts. She said she felt they should stay with what the union contract provides for. Chairman Dunn asked what kind of extra duties Cheryl had picked up. Mr. Yoder said she waits at the window and whatever duties that entails because a lot of times at the lunch break, he doesn't have 4 people in there. Most of the time, it's down to 2 people. We don't shut the office during the day.

There are a lot of people comes in various times during the day. It's just whatever duties that calls for.

Chair Greenfield asked about the rest of the budget. Mr. Yoder said, on the automation side? Mr. Greenfield asked to go through the regular budget on the extra help. Mr. Yoder said he has that at \$19,000. It has been reduced as well as the overtime has been reduced by \$300. Lines 7110 through 7246 show very little change. The numbers come out the same, well it's slightly over. Chair Greenfield asked about postage. Mr. Yoder said he has that on automation and should have enough to carry through the rest of the year. On the general side, around 85% has currently been used. It looks bad on this budget, in a way, on what has been currently used. We can only go back 6 months – December through May. It is not a really true picture of what has been used already. Part of it looks like I'm going to be out of money, but Mr. Yoder said he feels that he will have enough on the automation side postage line item.

Chairman Dunn, looking back at extra help, said the ending balance of \$17,000 looks like \$9,600 has been used. Mr. Yoder confirmed saying that last year was unusual because of the fact that he had very experienced help. He said he got through all of the 1<sup>st</sup> and 2<sup>nd</sup> installment and then the Chief Deputy retired. This year, he said he is working with 3 new people. Qualifying that statement, he said Laura Lents is new, Drew Burge is still learning on the Chief Deputy duties, and Craig Culp is still learning things that he didn't know that went on on the Chief Deputy side. It is taking more time to get through that. Last year, things went well, but he said he had very experienced help in the office and was able, uh. .. things just went smoother. Ms. Reed added that last year he also used some automation extra help. He had \$9,600 from Treasurer and \$3,100 from automation. Mr. Yoder agreed saying he had used some from automation too on the help line. So, it doesn't show up on the general side. Chairman Dunn asked Ms. Reed how much Mr. Yoder had used on extra help so far this year in his budget. It says, \$22,193.15. Ms. Reed said he has used \$11,454 as of now out of \$23,000. The \$22,193.15 was what was left at the end of May. Mr. Dunn explained that the point he was trying to make is that last year, there was no money put in for the Chief Deputy for salary or insurance, but the extra help was increased from approximately \$9,600 to \$23,000. Now, in the FY19 budget, you're putting in for a chief deputy salary and insurance, so he couldn't see why the extra money in the extra help line was needed since he is filling that position in the FY19 budget. Mr. Yoder asked what Chairman Dunn felt good about on extra help for 2019. Mr. Dunn said \$9,600 was used in FY17 and so far this year \$11,000 has been used even though it is unclear what he would be finishing with. Mr. Yoder said that in prior budgets he had \$12,500 on the general side. Chair Greenfield asked if that is what he had used. Mr. Yoder said that last year was exceptional. Prior year to that, he had used right at \$12,000.

Chairman Dunn made a motion to table the budget until the end of the budget cycle to see where the current budget is at on the extra help line, seconded by Ms. Cox, and the motion carried 7-0.

Chairman Greenfield asked Ms. Reed about a timeline. Ms. Reed replied that it would have to be finalized by October 8<sup>th</sup> to get it on display. The October finance meeting would still be ok. By then we should have an idea of what the extra help is going to be.

**Citizen Remarks** – None

**OLD BUSINESS**- None

**NEW BUSINESS** –

***Probation Report –***

***Macon County Board Resolution Approving a \$10 Probation and Court Services Operations Fee***

Mr. Berter explained that this is an additional fee that shall be paid by the defendant in any felony, traffic, misdemeanor, local ordinance, or conservation case upon judgment of guilty. Mr. Berter said he had spoken to Chief Judge Broach who created an administrative order for this because we need that to go into effect first. This will help put some money, being conservative, probably about \$30,000 into the probation services fee account. He said he had been thinking about doing this resolution for a while. Notification came last month that the state allocations were cut \$257,989 or 24%. Because 3 positions were not filled, the cut was \$160,000 and on top of that there was another cut of \$97,000. Chair Greenfield asked if the positions had been filled, if they would have been funded. Mr. Berter said yes, but there would have still been a cut. If they had been filled, there would still be a cut of probably \$150,000 to \$160,000. The problem is that money is being saved out of the general fund because hospitalization, etc.. is not being paid out. Mr. Berter said he spoke with Dan Hunt from Peoria County who is on the Advisory Council for the Supreme Court and they are going to bring the situation up because Mr. Berter said he had ended up saving money on the front end for the state. He said he had also spoken to Assistant Director Rich Atkins from AOIC and he said there was no money saved. Mr. Berter said he had saved money up front by not filling those positions. He said he had been fiscally responsible and the conversation had not been a very good one. He said he is hoping that he gets some supplemental money in maybe January or February, but he was not going to bank on it. This resolution will help put a little money into the probation services fund account. Mr. Mattingley asked if this is the maximum amount he can do. Mr. Berter said yes. With the state allocations, the allocations for the whole Supreme Court was flat. So, they have the e-filing initiative that is taking a chunk of the money, the raises for the judges, so probation ends up getting the leftovers. Chair Greenfield asked if a study by Bellweather would help or if it just take an order from the judge. Mr. Berter said, yes, it's just an administrative order. He said he has a staff meeting on Wednesday to talk to staff. They already know about the cuts. He said he did not know if he would have some people take retirements. They are still looking at what they need to do.

Motion to approve forwarding the resolution on to the full board with recommendation to approve made by Ms. Kraft, seconded by Mr. Jackson, and the motion carried 7-0.

***Macon County Board Resolution Approving Revenue in the Probation Grant Fund for Juvenile Redeploy Illinois Grant***

Mr. Berter explained that this is a grant that is applied for every year. This is a grant timing issue because of the state fiscal year begins July 1<sup>st</sup>. The only change is that money has been

taken out of the Training and Education and money has been put into a tutoring service for the kids.

Motion to approve forwarding the resolution on to the full board with recommendation to approve made by Ms. Cox, seconded by Mr. Jackson, and the motion carried 7-0.

***Transportation***

***Macon County Board Resolution Approving the Purchase of a Right of Way Parcel #1 from the Estate of Walter J. and Elaine Kostenski on CH57 85<sup>th</sup> Street Bridge Replacement Project***

Mr. Jackson made a motion to forward the resolution on to the full board with recommendation to approve, seconded by Ms. Cox and the motion carried 7-0.

***Macon County Board Resolution Approving the Purchase of a Right of Way Parcel #11 from the William Hubble Trust on CH57 85<sup>th</sup> Street Bridge Replacement Project***

Ms. Cox made a motion to forward the resolution on to the full board with recommendation to approve, seconded by Mr. Jackson and the motion carried 7-0.

***Macon County Board Resolution Approving an Award to Kinney Contractors for the 2018 Concrete Patching Project***

Mr. Dunn made a motion to forward the resolution on to the full board with recommendation to approve, seconded by Mr. Jackson and the motion carried 7-0.

Chairman Greenfield asked about the Dalton City Blacktop bridge and how many more parcels are needed to be purchased. Mr. Bird said three plus the house. The three parcels they are having difficulties with. The house, there is a basic agreement with them. It is just a basic timing issue. The timing issue is that as soon as we buy it, they are going to have to move out and we want to try to make it so that they can move out to whatever they are selecting to move to. Chair Greenfield asked is procedures are being started on the ones that we cannot acquire. Mr. Bird said we can do that anytime after the 60 days which is at the middle of August. A best and final offer letter was sent. The other letter would be in the middle of August.

***Environmental Management***

***Macon County Board Resolution Approving transfers within the Environmental Management FY18 Budget***

Ms. Rasmus explained that this is a bucket transfer to increase one line item and decrease another so that the bottom line does not change. She requested approval to the FY18 budget as listed on the resolution.

Ms. Kraft made a motion to forward the resolution on to the full board with recommendation to approve, seconded by Mr. Jackson, and the motion carried 7-0.

**CLOSED SESSION**

None needed

**NEXT MEETINGS** – Budget Hearings – August 6, August 21, September 5, September 10  
& September 17  
Regular Finance Committee Meeting - September 4, 2018  
Special Finance Committee Meeting – to prepare for Display–October 3

**ADJOURNMENT**

Motion to adjourn made by Mr. Mattingley, seconded by Mr. Jackson, motion carried 7-0, and the meeting adjourned at 5:55 p.m.

Minutes submitted by Jeannie Durham, County Board Office